

**Torrance Public Library
Youth Services Department
Teen Volunteer Application Summer 2013**

Applications are due by Thursday, May 16, 2013, by 8:00 p.m.

No late applications will be accepted.

You must be at least 15 years old by June 1, 2013 to qualify as a Teen Volunteer or have previous experience as a volunteer for the Torrance Public Library.

PLEASE PRINT LEGIBLY

Name _____

Address _____

City _____ Zip _____

Telephone _____ Mobile Phone _____

E-mail _____ - _____

We prefer to contact you by e-mail so please check your e-mail for scheduling & other notifications throughout the summer volunteer program. We will contact you by phone if you do not have an e-mail address.

School (in Sept.) _____ Grade (in Sept.) _____ Age _____ Birthday _____

Emergency Contact _____ Relationship _____ Phone _____

Have you previously volunteered at the Library? _____ How long?/When _____

Have you done other volunteer work? (hospital, school, etc.) _____

If yes, where and what did you do? _____

Have you worked for pay? (babysitting, cutting lawns, pet-sitting, etc.) _____

Tell us briefly why you would like to be a Teen Volunteer:

Please describe any activities you will be participating in this summer (Summer School, Camp, Sports, etc.) _____

Are you going on vacation this summer, during SRP? _____ Yes _____ No _____ Not sure _____

If yes, when will you be gone? Dates: _____ to _____

The Teen Volunteer Program runs for seven weeks from Monday, June 24 through Saturday, August 10, 2013. **Each volunteer will be asked to work approximately 2-4 hours each week and participate in the Summer Reader's Finale Carnival on August 10th. Please indicate the shifts you can work on your scheduling worksheet.**

Please return application to the Civic Center Library Youth Services Department **no later than 8:00 p.m., Thursday, May 16, 2013.** You will be e-mailed for an interview (or phoned if no e-mail available).

Please select preferred interview date (all times are p.m.):

☐ Wed., May 29-☐ 3:30 ☐ 3:45 ☐ 4:00 ☐ 4:15 ☐ 4:30 ☐ 4:45 ☐ 5:00 ☐ 5:15 ☐ 5:30 ☐ 5:45 ☐ 6:00
☐ Thurs., May 30-☐ 3:30 ☐ 3:45 ☐ 4:00 ☐ 4:15 ☐ 4:30 ☐ 4:45 ☐ 5:00 ☐ 5:15 ☐ 5:30 ☐ 5:45 ☐ 6:00

Preferred Library Location(s):

☐ Civic Center ☐ El Retiro ☐ Henderson ☐ North Torrance ☐ Southeast ☐ WALTERIA
☐ Any Available Location

If you are selected for an interview, you will be notified by e-mail no later than **Friday, May 17**. We will email a schedule worksheet where you will submit your preferred volunteer shift time(s) and location. At the Mandatory orientation session, you will receive your schedule. The schedule will be based on your indicated availability, so please fill out the scheduling worksheet carefully.

All Teen Volunteers are required to attend a mandatory orientation session. If you are chosen, which orientation would you prefer to attend?

☐ Saturday, June 8 at 1 pm
☐ Tuesday, June 11 at 6:30pm

I have read the above and understand my obligation and responsibilities.

Signature of Applicant _____ Date _____

I have read the above and support my child as a Teen Volunteer for Summer 2013.
(Must be signed by parent to be accepted)

Parent Signature _____ Date _____

The Katy Geissert Civic Center Library reserves the right to make volunteer appointments based upon the Youth Services Staff's evaluation and the needs of the Library.

Please attach and return the weekly schedule and signed Code of Ethics with your application.

LIBRARY USE ONLY

Available Saturdays: _____ Available Mornings: _____ On Call Availability _____
Interview comments: _____

Katy Geissert Civic Center Library: Youth Services Department
3301 Torrance Blvd., Torrance, CA (310) 618-5964



CITY OF TORRANCE • COMMUNITY SERVICES DEPARTMENT
Creating and Enriching Community through People, Programs and Partnerships